

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-23**

TITLE: Vessel Discharge Management

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

	<u>USPS Mailing Address</u>	<u>Courier Address</u>
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PERIOD OF PERFORMANCE: September 6, 2017 through June 30, 2018

BACKGROUND: Due to a 2006 court order, EPA began permitting incidental vessel discharges from many vessels on February 6, 2009. The 2008 and 2013 Vessel General Permit (VGP) regulates discharges incidental to the normal operation of vessels operating in a capacity as a means of transportation. The VGP includes general effluent limits applicable to all discharges; general effluent limits applicable to 27 specific discharge streams; narrative water-quality based effluent limits; inspection, monitoring, recordkeeping, and reporting requirements; and additional requirements applicable to certain vessel types.

On July 31, 2008, Senate bill S. 3298 was signed into law (P.L. No. 110-299). This law generally imposes a two-year moratorium during which time neither EPA nor states can require NPDES permits for discharges incidental to the normal operation of commercial fishing vessels and other non-recreational vessels less than 79 feet. Among other things, the moratorium does not apply to ballast water. P.L. 110-299 also directed EPA to conduct a study of vessel discharges and issue a report to Congress. This report was finalized in August 2010. The moratorium for these vessels was extended to December 2014 and then again to December 2017.

In September 2014, EPA promulgated the 2013 Small Vessel General Permit (sVGP) to cover those vessels in the event the moratorium is not extended.

PURPOSE AND OBJECTIVE: The purpose of this work assignment is to support EPA's National Pollutant Discharge Elimination System (NPDES) vessel permitting program. Under this work assignment, the Contractor shall provide technical support to EPA Office of Wastewater Management (OWM) Water Permits Division (WPD) to develop technical materials for EPA's use in implementing the vessel general discharge management programs. The support shall focus primarily on developing background and supporting information for EPA's vessel permitting program, conducting research for vessel related discharge issues, and developing and providing outreach to affected stakeholders. The Contractor shall provide support to EPA with the following tasks:

- Develop a work plan and provide monthly progress reports;
- Provide quality assurance, including developing a Supplemental Quality Assurance Project Plan (SQAPP), as necessary to cover work under this work assignment;
- Provide research and technical support for EPA's vessel permitting program, including development of technical development documents on specific topics (e.g., ballast water management);
- Support development of draft/final VGP/sVGP documentation as part of the permit issuance process;
- Provide technical support implementing EPA's obligations as a result of the successful Endangered Species Act (ESA) consultation for the sVGP and VGP; and
- Support implementation and outreach for the VGP and sVGP and other vessel-related program activities.

SCOPE OF WORK – (Total LOE – 4,000 hours)

TASK 0: WORK ASSIGNMENT MANAGEMENT (*Task 1 under Contract EP-C-12-021, WA 4-53*)

The Contractor will prepare and submit a work plan and cost estimate for all tasks of the work assignment within 30 calendar days of receipt of the WA. The work plan shall present the technical approach by task, including any assumptions used for the approach; the project schedule and deliverables; staffing details; level of effort by task, staff member, and professional labor mix; and the estimated cost. Also, the Contractor will respond to any requests and technical directives from the WACOR within 5 business days or as otherwise specified in the request or technical directive.

Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the Contractor to discuss the work assignment and progress of tasks. The Contractor shall provide electronic copies of the monthly progress reports to the EPA Project Officer (PO), WACOR, and alternate WACOR. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties.

The Contractor shall immediately notify the WACOR by telephone of any problems that may impede performance, along with any corrective actions needed to solve the problems. The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

In addition, the Contractor shall provide an accountability report about how and whether the activities/reports in this work assignment have furthered EPA's goals toward protecting the Great Lakes from invasive species (e.g., a short description of how funds were used for both this and previous contract periods, how much was spent on each subtask, and why the work is directly relevant to the goal of preventing the introduction of new invasive species to the Great Lakes and slowing their dispersal pathways in those water bodies).

TASK 1: QUALITY ASSURANCE (*Task 2 under Contract EP-C-12-021, WA 4-53*)

Quality Assurance Project Plans are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1A2 and implementing guidance CIO-2105-P-01-0. All projects that involve the generation, collection, analysis and use of environmental data must have an approved QAPP to assure the quality, objectivity, integrity and utility of the data and information used in the project.

QA Project Plan Requirements

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) or programmatic Quality Assurance Project Plan (p-QAPP) be in place for work that involves the collection, generation, evaluation, analysis or use of primary environmental data. The QAPP or p-QAPP defines and documents how specific data generation and collection activities shall be planned, implemented, and assessed during a particular project. This contract has an approved p-QAPP for all necessary work envisioned under this work assignment.

The Contractor shall adhere to the approved p-QAPP when generating, collecting and determining the use of data and information for any applicable task under this work assignment. If any work required under this work assignment is not covered under the p-QAPP, the Contractor shall prepare a supplemental QAPP (s-QAPP) for those tasks.

TASK 2: TECHNICAL AND IMPLEMENTATION SUPPORT TO EPA'S VESSEL GENERAL PERMIT PROGRAM (*Task 5 under Contract EP-C-12-021, WA 4-53*)

The Contractor shall support EPA's development of technical and factual materials for EPA use in implementing the Vessel General Permitting Program. Work may include literature reviews, developing background materials, researching technologies, and working with industry experts and government officials to develop a solid foundation for instituting national permit effluent limits and other conditions.

Subtask 2A: Update and Develop TDDs

The Contractor shall support the development of technical development documents (TDDs), in addition to the TDD identified in Task 3, including work on documents started and/or completed under previous work assignments. EPA expects these efforts to include technical memoranda (plus appendices with relevant data) describing the sources of information, key findings from those sources, technological capabilities and efficacy, cost information where relevant, and what conclusions, if any, can be drawn from this information. Once final, these TDDs shall be of sufficient quality to place in the docket and serve as part of the administrative record for decision-making. Subject areas which may be researched include, but will not be limited to:

- Monitoring approaches to assess vessel discharges
- Technical feasibility of using environmental acceptable lubricants on vessels, including the extent to which vessels have converted to these applications as a result of VGP/sVGP requirements.
- Use of exhaust gas cleaning systems to control sulfur emissions

- Other discharge types and treatment options as necessary.

Unless otherwise specified in the technical direction from the WACOR, within 1 week of receiving written technical direction to proceed on a TDD, the Contractor shall submit an annotated outline of the TDD and appendices identifying the information, conceptual approaches, and analyses, and scope of issues to be addressed in the technical memorandum. After approval by the WACOR, the Contractor shall prepare and submit a draft version of the TDD within 1 month and respond to EPA within 1 week and submit the final TDD within 2 weeks of receiving technical comments from the WACOR. EPA estimates that one TDD approximately 25-50 pages in length to be developed as part of this task.

Subtask 2B:

The Contractor shall support issuance/reissuance/modification of EPA's vessel general permits consistent with any technical direction provided by the WACOR and may include support to:

- Collect and compile information and develop analyses, studies, and other supporting documentation;
- Draft and format the permit, fact sheet, and other permit documents;
- Prepare documents necessary for Endangered Species Act (ESA) consultation;
- Economic and benefits analyses to examine the market and non-market impacts from permit issuance;
- Comment response categorization, entry into a comment response database, draft responses to comments, and prepare the response document; and
- Compile a permit docket.

This work shall build off existing permit documents and analyses prepared for previous permits taking into account any revisions to those permits as well as any changes in other considerations that affect such analyses.

Task 3: Ballast Water Management Evaluation (*Subtask 3a under Contract EP-C-12-021, WA 4-53*)

Managing the discharge of ballast water is a critical component of aquatic nuisance species control. This task includes completion of a technical development document, started under a previous work assignment assessing the state of ballast water management systems for vessels that transit into freshwater as well as marine ecosystems, including options available for both existing and new vessels. This assessment will investigate the full range of ballast water management system (BWMS) options, including activities such as best management practices, ballast water exchange, and treatment. Both on-ship and off-ship (e.g., on-shore) ballast water treatment systems options will be considered for the full range of domestic and international vessels covered under EPA's Vessel General Permit (VGP) as well as vessels less than 79 feet in length that may otherwise be covered under EPA's Small Vessel General Permit (sVGP). The report will provide BWMS options for both inland and marine vessels, including vessel activities in the Great Lakes (i.e., pre- and post-2009 Lakers and other vessels traversing the Great Lakes).

The assessment will consider biological effectiveness, cost, logistics, operations, regulatory

implications, safety, and any other areas that may affect ballast water management, including challenges presented by freshwater ecosystems. The assessment will look at both shipboard treatment and off-ship reception facilities to determine the availability and economic and logistical feasibility of these two options for the treatment of ballast water from the different categories/classes of vessels. Specifically, this assessment will consider if onshore treatment or other off-ship treatment, such as on a treatment barge, are reasonable, or preferred, alternatives to shipboard treatment for any universe of vessels covered under the VGP, including an assessment of the time necessary to implement such an approach if such is found to be a reasonable alternative. Unique characteristics of classes/categories of vessels will be considered in context with BWMS options to determine whether specific management/treatment options are “available” for these vessels considering the unique operational and design constraints of such vessels (e.g., large volumes of fresh cold water required and the short duration of trips for Lakers). This assessment will also evaluate Lakers built after 2009 since these vessels face many of the same challenges and constraints as pre-2009 Lakers. As appropriate, this assessment will evaluate a variety of environmental (e.g., temperature and salinity), operational (e.g., ballasting flow rates and holding times), and vessel design (e.g., ballast volume and unmanned barges) parameters to consider in determining applicable discharge requirements. The outline for this document is as follows:

1. Introduction
2. Ballast Water Regulations/Requirements to Prevent ANS Introduction and Propagation
3. Vessel Universe
4. Best Management Practices
5. Ballast Water Treatment Principles
6. Type Approved Ballast Water Management Systems
7. Ballast Water Management System Costs
8. Ballast Water Management System Performance
9. Compliance Monitoring
10. Assessment of Off-ship Ballast Water Treatment
11. Great Lakes Ballast Water Management Considerations
12. Ballast Water Alternatives

TASK 4: EVALUATE AQUATIC NUISANCE SPECIES IN THE GREAT LAKES (*Task 4 under Contract EP-C-12-021, WA 4-53*)

Under a previous work assignment, the Contractor supported the development of an EPA report entitled: “Analysis of Ballast Water Discharges into the Great Lakes from Overseas Vessels from 2010 to 2013” which provides information on ballast water discharges from ocean-going vessels entering the Great Lakes. Information in that report will be useful to assess aquatic nuisance species invasion risks into the Great Lakes by these vessels. Subsequent to that report, the Contractor supported the development of two additional reports, also under a previous work assignment, on (1) interlake transfers of ballast water within the Great Lakes and (2) contributions of ballast water into the Great Lakes from vessels coming from coastal/inland locations. These two reports will provide data and maps, as available, reflecting routes of the full range of vessels into and within the Great Lakes. These reports will also include data regarding the populations, ranges, and environmental characteristics of these ranges (salinity, temperature, etc.) of existing ANS in the Great Lakes. The final reports will describe how interlake transfers and coastal/inland transfers of

ballast water may occur and the routes/vessels/vectors that pose the highest risk for spreading existing ANS, or future ANS that may enter the Great Lakes. Under this Task, the Contractor will finalize these two reports, including responding to any comments from EPA and other selected reviewers as agreed to between the WACOR and the Contractor. Potential follow-up work will include using information identified in this report to develop a suite of strategies or tools to address inter-lake transfer of ANS.

Under this work assignment, the Contractor shall support other analyses of impacts of vessel activities on aquatic nuisance species in the Great Lakes and approaches for reducing these potential impacts. For purposes of this task, the Contractor shall assume preparation of 3 studies to include: (1) assessing how Lakers in the Great Lakes are adopting use of ballast water best management practices, (2) the effects of temperature and pH changes on aquatic nuisance species invasion potential, and (3) assessing options to curb the transport of Viral Hemorrhagic Septicemia (VHS) Virus in Laker ballast water.

Task 5: SUPPORT IMPLEMENTATION AND OUTREACH FOR THE VESSEL PERMITTING PROGRAM (*Task 8 under Contract EP-C-12-021, WA 4-53*)

Subtask 5a: Outreach

The Contractor shall support the development of materials for implementation and outreach of EPA’s vessel permitting program. The Contractor shall prepare technical outreach materials such as 1-2 page factsheets, implementation/compliance checklists, and presentations on permit-specific information, and coordinate/facilitate external stakeholder meetings. The Contractor shall assume development of 2 short implementation fact sheets/checklists. One of those fact sheets may need to be translated into languages of the IMO (French, Spanish, Chinese, Russian, and/or Arabic). The Contractor shall also assume support for 2 online meetings and webinars as requested by the WACOR.

Subtask 5b: Vessel Discharge Summary Report

The Contractor shall develop a report that summarizes the characteristics and conditions of vessels and vessel practices, including those that enter freshwater ecosystems, based on information (i.e., from Notices of Intent, Notices of Termination, Vessel One-Time Reports, and Annual Reports) submitted to EPA under both the 2008 and 2013 VGPs. The report will also analyze vessels and vessel activities based on location to the extent possible, such as to identify the types of vessels operating on the Great Lakes and their operational and discharge characteristics.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Deliverable	Due Date (to EPA) – unless specified otherwise through written technical direction from the WACOR
0	Work plan and budget	- Within 30 days of receipt of WA
0	Progress/cost reports	- Monthly (Technical and Cost Progress Report)

Task	Deliverable	Due Date (to EPA) – <i>unless specified otherwise through written technical direction from the WACOR</i>
0	Response to requests/technical directive	- Within 5 business days unless specified otherwise
0	Problem report	- Immediately upon discovery of a problem
1	Great Lakes Accountability/Relevance Report	- 30 days after WACOR request
1	s-QAPP	- 10 days after notification by the WACOR that an s-QAPP is needed
1	Revisions to s-QAPP based on EPA feedback	- 7 days after receipt of WACOR feedback
1	Final s-QAPP for this WA	- 5 days after WACOR feedback
1	QA Progress Reports	- Monthly, as part of Progress/Cost Reports
2a	Technical Development Documents	<ul style="list-style-type: none"> - Kickoff meeting with EPA to discuss technical direction within 1 week of receipt of technical direction - Outline of product to be provided within 1 week of kickoff meeting - Draft of product within 1 month of approval of outline - Response to EPA comments on documents within 1 week of receipt of comments - Final deliverable within 2 weeks of receipt of EPA comments
2b	Briefing Materials, Targeted Assessment of Permit Conditions, Technical Memos, Economic and Benefit Analysis, Permit Docket Support, Comment Response Support, etc.	<ul style="list-style-type: none"> - Kickoff meeting with EPA to discuss technical direction within 1 week of receipt of technical direction - Outline of product to be provided within 1 week of kickoff meeting - Draft of product within 1 month of approval of outline - Response to EPA comments on documents within 1 week of receipt of comments - Final deliverable within 2 weeks of receipt of EPA comments

Task	Deliverable	Due Date (to EPA) – unless specified otherwise through written technical direction from the WACOR
3	Ballast Water Management Technical Development Document	- Draft and final documents based on technical direction from the WACOR
4	Final Great Lakes Interlake Ballast Water Transfer Report	- Revised report within timeframe established by WACOR after receipt of comments
4	Draft Great Lakes Coastal/Inland Ballast Water Transfer Report	- Draft report within timeframe established by WACOR - Revisions within 30 days after receipt of comments from WACOR
4	Final Great Lakes Coastal/Inland Ballast Water Transfer Report	- Within 15 days after receipt of comments from WACOR
4	Great Lakes Invasive Species Studies (3)	- Draft outline within 10 days of technical direction from WACOR - Draft report within timeframe specified by WACOR after acceptance of final outline - Revisions within timeframe specified by WACOR
5a	Online Meeting/Webinar Support	- Registration pages within 1 week after technical direction from WACOR. - Summary reports within 2 weeks after completion of meeting/webinar.
5a	Briefing Materials, Brochures, Fact Sheets, Other Outreach Materials	- Based on technical direction from the WACOR
5b	Draft VGP Summary Report Outline	- Based on technical direction from the WACOR
5b	Revised VGP Summary Report Outline	- 1 week after receipt of comments on Draft Report Outline from WACOR
5b	Draft VGP Summary Report	- 2 months after EPA acceptance of Revised Report Outline
5b	Revised VGP Summary Report	- 2 weeks after receipt of comments from EPA

CONTRACT PWS REFERENCE

Contract Number EP-C-16-003, Option Year 1.

Task 1 – Quality Assurance - PWS Section 4.0

Subtask 2a – Technical Development Documents – PWS Sections 3.8, 5.2, 8.0, and 10.0

Subtask 2b – Permit Revision Support - PWS Sections 3.5, 5.2, 10.0, and 11.0
Task 3 – Ballast Water Management Evaluation – PWS Sections 3.8, 5.2, 8.0 and 10.0
Task 4 – Evaluation Reports – PWS Sections 3.8, 8.0, and 10.0.
Subtask 5a – Outreach - PWS Sections 3.9, 6.0, and 7.0
Subtask 5b – Data Summary Report – PWS Sections 3.8, 8.0, and 10.0

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The Contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>

<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>
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